

~~CONFIDENTIAL~~

Approved For Release 2001/08/09 : CIA-RDP78-05747A000100170026-3

~~SECRET~~

26 November 1962

MEMORANDUM FOR: Support Officers

SUBJECT : Application of Virginia Income Tax to Agency Employees

REFERENCE : [REDACTED] dated 20 November 1962,
Same Subject

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1. Your assistance is requested in obtaining from employees at Headquarters tax exemption forms required by the new Virginia income tax.

2. As described in the reference, employees residing in Virginia are required to complete and provide to your office by 10 December 1962 an original of Form VA-4, "Virginia Employee's Withholding Exemption Certificate". Such forms should be forwarded (in batches as accumulated) to the appropriate payroll offices by close of business 13 December 1962. Certificates must be received in the payroll offices by that date to be made effective with the period ending 22 December 1962, for the first salary paid after 1 January 1963 and subject to the new withholding.

3. In order to help employees avoid delays and mistakes, you are requested to verify that each certificate is signed by the employee, shows the amount of exemption claimed and the employee's serial number which should be inserted in the upper right hand corner of the form. Serial numbers will be found on Forms 20, Time and Attendance Reports; Control Lists for Forms 20; Forms 642, Personnel Emergency and Locator Record; or leave listings.

4. It is suggested that Forms 642, Personnel Emergency and Locator Records, in your office be reviewed to determine those employees who live in Virginia who should file. Based upon a count of such employees, a supply of Forms VA-4 should be obtained from stock rooms for distribution to such employees.

5. A few Forms VA-4 and VA-3, Certificate of Non-Residence, should be kept on hand to meet future requirements for employees to file amended certificates, for employees who return from abroad and for those who are reassigned between confidential and vouchered funds payrolls

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~~Deputy Comptroller~~

~~GROUP I
Excluded from automatic
downgrading and
declassification~~

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